

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

To :

From : Acting Chief, Records Management Staff

Subject: Measuring Effectiveness of the Records Management Program

1. At our Area Records Officers' meeting on 18 June, we did not conclude whether or not your annual report on records disposition activity would cover the volume of records on hand at the end of the fiscal year.

2. Since a showing of hands at the meeting indicated that this information could be furnished, and inasmuch as this data is essential to measuring program effectiveness, I would appreciate its inclusion in your report. Accordingly, the report should cover:

- a. Cubic feet of records on hand at the beginning of the fiscal year.
- b. Cubic feet of records disposed of during the fiscal year. (Do not include records disposed of by the Records Center.)
- c. Cubic feet of records on hand at the end of the fiscal year.

The former submission date for this report is extended to 15 August 1958.

3. Another element essential to measuring records disposition effectiveness is an inventory of record keeping equipment. Accurate knowledge of the volume, types, and locations of equipment will also provide a basis for controlling equipment utilization and planning your move to the new building.

4. For these reasons I would suggest that you physically inventory your record keeping equipment as soon as practicable. You may find it desirable to do this as you measure your volume of records holdings. Additional copies of the attached tally sheet are available.

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5. With the help of Area Records Officers, the Records Management Staff hopes to have compiled by 1 January 1959, a complete inventory of all record keeping equipment used in headquarters. Thereafter, it will be a simple matter to maintain a perpetual (or "book") inventory based on issues and turn-ins of equipment. Your help will be needed in two ways:

- a. An initial report of your equipment inventory between now and 1 January.
- b. An annual statement of the number and types of equipment issued or turned-in, as part of your fiscal year records disposition report.

6. Please let me know if we can assist you in compiling the inventory I've described.



Attachment:
Equipment Inventory Tally Sheet

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